

**Executive Host Information 2005
Placement Week November 15-19, 2004**

Office Name: Smithsonian Institution, Office of the Under Secretary for Science

Position Title: Special Advisor to the Under Secretary of Science

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	
6-10	X
> 10	

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	
No	X

If yes, how many?

If fellow is currently on assignment, please provide contact information.

Name	
Tel	
Email	

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	X
No	

Organizational Overview

Mission Statement: (Please limit to 30 words.)

Smithsonian science is engaged in research and discovery focused on the origin and nature of the universe, the formation and evolution of Earth and similar planets, the discovery and understanding of biological diversity, and the study of human diversity and cultural change.

We use our unique, publicly accessible collections, research facilities, and staff to inform, educate, and inspire a diverse public.

Brief Overview of Your Office's work: (Please limit to 150 words.)

The Smithsonian Institution, Office of the Under Secretary for Science, is committed to increase the scientific knowledge and improve society's scientific literacy by inspiring the public to understand how scientists learn about the world and how science affects people's lives. The Under Secretary for Science leads the National Museum of Natural History, and National Air and Space Museum, the National Zoological Park, the Smithsonian Astrophysical Observatory (Harvard University), the Smithsonian Environmental Research Center, and the Smithsonian Tropical Research Institute (Panama). The office establishes the scientific strategy for the

Smithsonian Institution as well as new research focuses and builds on the strengths of the scientific thematic themes “Origin and Nature of the Universe”, “Formation and Evolution of the Earth and Similar Planets”, “Discovery and Understanding of Biological Diversity”, and the “Study of Human Diversity and Cultural Change”.

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

Smithsonian Secretary, Deputy Secretary and Smithsonian museums, centers, observatories, zoo etc.
Marine Science Network
International Polar Science Board

Assignment Description.

It is understood that the fellow’s specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	X
1-3 days / month	
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	X
1-3 days / month	
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	x

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

Excellent written and verbal communication skills
MS Power Point, MS Word, MS Excel
Ability to effectively deal with quick response requests on policy issues and information inquiries
Generate internet applications
Ability to effectively deal with quick response requests on policy issues and information

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

The Sea Grant Fellow position within the Office of the Under Secretary of Science is dynamic and exciting. As the Special Advisor to the Under Secretary for Science, you will be exposed to the highest levels of the Smithsonian Institutions Museums and organizations under the Under Secretary for Science. You will assist in assessing scientific programs within the science units. You will work to foster collaboration across the science units, conducting research and analysis on a variety of scientific issues. You will develop speeches, briefing materials, power point presentations on Smithsonian Institution science activities for the Secretary and Under Secretary for use with Congress, the Office of Management and Budget, and other external organizations. In this capacity you will organize seminars and meetings, coordinate educational and outreach efforts among Science units, and provide guidance on sources of science content for exhibit planning. You will be exposed to the breadth and depth of Smithsonian collections based research in solving scientific questions. The incumbent will participate in the development of FY 07 budget initiatives, and coordinating with and obtaining input from the Science Units. You will also participate in implementing the SI science strategic plan, coordinating with and obtaining input from the Science Units, participate on taskforces/committees as necessary, and serve on drafting teams as appropriate. You will be expected to execute directed assignments with creativity, skill, and independence. There will also be ample opportunity to pursue projects and participate in activities that match your own professional interests and ambitions.